

## VMR-VRO GUIDELINE – DEFAULT LOCATION

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### Checklist Reference – Main Location and Address Checklist

The default location is normally the first location established on a vendor's record. If the vendor has only one address the default location is attached to that address. But if there are multiple addresses or locations, the default location becomes a dummy location attached to a dummy address that instructs users to select the appropriate location.

If a dummy location is established on a vendor with multiple addresses or locations it also must be the default location. Do not change the default location from a dummy to a specific address or location on a vendor with multiple addresses or locations.

### Why can't I make the default location the address I use all the time?

If the vendor has multiple addresses that means numerous users are using the different addresses. Changing the default could cause numerous problems for other users.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*